

***-JOB POSTING NOTICE (EOE)-***

CLOSING DATE: 05/29/15 (4:30 PM)

STATE JOB TITLE: SUPPLY MANAGER I			STATE JOB CLASS: AC07	
BAND: 04	SALARY RANGE	\$ 026139 - \$ 048361	SPECIAL INCENTIVE: NO	
LEVEL: A	SALARY RANGE	\$ 026139 - \$ 041400	SCEIS POSITION #:	61018298

DESCRIPTION OF DUTIES:

UNDER THE DIRECT SUPERVISION OF THE COMMISSARY MANAGER, SUPERVISES THE LAUNDRY OPERATION TO INCLUDE, ORDERING SUPPLIES, MAINTAINING ACCOUNTABILITY FOR ALL LAUNDRY ITEMS, ENSURING CLEANLINESS AND PROPER HANDLING OF INMATE CLOTHING, ENSURING MACHINERY IS WORKING PROPERLY AND ADJUSTING THE LAUNDRY SCHEDULE AS NEEDED TO ACCOMMODATE HOLIDAYS. ALSO ASSISTS THE COMMISSARY MANAGER IN ORDERING, DISTRIBUTING AND ACCOUNTING FOR ALL COMMISSARY SUPPLIES.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING